

EMPLOYEE REFERRAL FORM

Here's how to make a referral:

1. Have your referral submit his/her resume on line to the Laboratory's employment database (<http://jobs.lbl.gov>). (Note: Please use Internet Explorer or Netscape only.) The applicant must choose the Employee Referral source to complete the application and to continue the application process.
2. Once your referral has successfully submitted his/her application, on-line you will need to Complete Sections 1 and 2, below. This is information about you and the person you are referring.
3. Save a copy of this form for your records.
4. Email this form to: employeereferral@lbl.gov. If you do not have access to email, you can mail the form to ERIP Coordinator - Bldg. 937-600. The ERIP Coordinator will email you confirming that the ERIP form was received. You are responsible for ensuring that the person you are referring has applied on line at <http://jobs.lbl.gov>.
5. If you have questions, contact the Employee Referral Program Coordinator at 495-2902.

SECTION I – EMPLOYEE INFORMATION	
Date:	
Employee Name:	
Employee #:	
Employee Email:	
Division:	
Phone Extension:	
Are you part of the interview/hiring committee?	
Will you be supervising this position?	
Has your referral ever been employed at LBNL? If so, provide dates.	

Employee # is available through Directory Services at <http://www.lbl.gov/ds>.

SECTION II – REFERRAL INFORMATION	
Name of Person Referred:	
Job # or Hiring Supervisor (if known):	
Division and Job Title (if known):	

After you've made your referral:

1. Your referral form will be forwarded to the appropriate recruiter and then to the hiring manager.
2. If your referral is hired, you will receive \$1000. If you have not received your referral bonus within one month of the date the successful referral reports to work, please contact your HR Center. Note that the hiring process can take time, so please be patient.

Thanks for taking time to help Berkeley Lab find new talent. We appreciate it!